

BYLAWS

Of the
Colorado Association
Teachers of Family and
Consumer Sciences

CATFACS



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Colorado Association Teachers of Family and Consumer Sciences

ARTICLE I
Name

The name of this organization shall be the Colorado Association Teachers of Family and Consumer Sciences (hereinafter referred to as CATFACS) affiliated with the Colorado Association for Career and Technical Education (hereinafter referred to as CACTE), the Association for Career and Technical Education (hereinafter referred to as ACTE), and the National Association Teachers Family and Consumer Sciences (hereinafter referred to as NATFACS).

ARTICLE II
Objectives

The Objectives of this association shall be to:

- A. Assume and maintain active leadership in the promotion of Family and Consumer Sciences education in Career and Technical Education at the secondary, post-secondary, and adult levels; and affiliated student organizations.
- B. Provide an opportunity for the discussion of issues involved in Career and Technical Education.
- C. Unite industry, business, community, and educators for the advancement of Colorado Family and Consumer Sciences education.
- D. Maintain a constant vigil over any legislative proposals at the local, state, and/or national level, which would directly or indirectly affect Career and Technical Education and develop, support, and promote legislation necessary for implementation and growth of Career and Technical Education.
- E. Encourage professional involvement in CATFACS, CACTE, NATFACS, and ACTE.
- F. Make available and promote the use of current and effective educational materials and resources.

ARTICLE III Members

- Section 1. All individuals interested in Family and Consumer Sciences education shall be eligible for membership in CATFACS.
- A. Classes of members. There shall be three classes of members:
1. Professional members. Individuals actively employed in or concerned with Family and Consumer Sciences education.
 2. Student members. Individuals who are enrolled as full time (academic year) students preparing to become Family and Consumer Sciences educators and who are not employed full time in the education system.
 3. Retired members. Individuals who have retired from a career related to a Family and Consumer Sciences area and who previously held active membership for a minimum of five years in CATFACS.
- Section 2. Rights of members.
- A. Vote. All classes of members shall be voting members for the purpose of conducting business at annual meetings, electing officers, and membership on CATFACS committees.
- B. Newsletter. All members shall have access to the newsletter of CATFACS, CACTE, NATFACS AND ACTE.
- Section 3. Dues.
- A. Unified dues shall be paid by all active, student, and retired members to CATFACS, CACTE, and ACTE. Payment of dues to NATFACS is optional and notification of such payment should be given to the CATFACS Treasurer.
- B. Dues shall be increased one dollar (\$1.00) every odd calendar year unless motion is passed to cancel the increase at the annual meeting. Any dues increase shall be approved by the membership and voted on at the CACTE annual conference during the year preceding the designated year of the dues increase.
- C. Student membership dues will be $\frac{1}{4}$ of the CATFACS annual dues for active membership (rounded to the closest \$.50).
- D. Retired membership dues will be $\frac{1}{2}$ of the CATFACS annual dues for active membership (rounded to the closest \$.50)
- Section 4. Membership year.
- A. The membership year shall extend for twelve (12) months beginning at the time of receipt of dues by CACTE.

ARTICLE IV Branches

- Section 1. A group of CATFACS members may petition the CATFACS board to be recognized as a branch of CATFACS when the following criteria are met:
- A. The goals of the branch are clearly defined as being interested in expanding and improving the scope of Colorado Family and Consumer Sciences education.
 - B. The branch has developed a constitution compatible with CATFACS, CACTE, NATFACS, ACTE, and has a slate of officers. (These are to be filed with the CATFACS secretary)
 - C. Branch members must be members of CATFACS, CACTE, and ACTE. Membership in NATFACS is optional.
- Section 2. Summer workshop activities shall be coordinated with the CATFACS board.
- Section 3. The President of the branch or designated representative will be a voting member on the CATFACS board.
- Section 4. The branch may add dues in addition to the unified dues structure.

ARTICLE V Officers

- Section 1. The officers of CATFACS shall be President, President-elect, Secretary, Treasurer and immediate Past-President.
- Section 2. All officers of CATFACS shall be elected by the members of CATFACS.
- Section 3. In order to be eligible for office, the nominee must be an active member of CATFACS. To be eligible for President-elect, the nominee must have served on the CATFACS board.
- Section 4. Term of office.
- A. The President shall serve a one-year term of office or until his/her successor is elected or appointed.
 - B. The President-elect shall serve a one-year term and shall become the President the following year.
 - C. The Secretary and Treasurer shall serve two-year terms of office with the termination of each office on alternate years.

- D. If any CATFACS office, except the President, becomes vacant during that officer's term, the Executive Committee shall decide how the vacancy will be filled. If the office of President becomes vacant, the office shall be filled by the President-elect.

Section 5. Nominations and elections.

- A. The nomination committee shall prepare a slate of officer candidates from submitted nominations.
- B. Elections shall be held at the annual meeting of CATFACS.
- C. The elections shall be by secret ballot. All members present shall be eligible to vote. A majority of votes cast shall be required for the election of a nominee to an office.

Section 6. Duties of officers.

- A. Duties of the President shall be to:
 - 1. Call and preside over all meetings of CATFACS.
 - 2. Call and preside over all meetings of the CATFACS Board and the Executive Committee.
 - 3. Carry out the yearly program of work.
 - 4. Exercise general supervision over the budget.
 - 5. Appoint CATFACS members to chair CATFACS committees, to serve on CACTE committees, and establish other committees as deemed necessary during term of office.
 - 6. Serve as a CATFACS representative to the CACTE Executive Board.
 - 7. Serve on the Family and Consumer Sciences state Technical Advisory Committee.
 - 8. Plan and coordinate the annual summer workshop and/or annual meeting with CACTE and the Program Manager from CCCS.
 - 9. Direct activities during the annual meeting.
 - 10. Attend the ACTE national conference.
- B. Duties of the President-elect shall be to:
 - 1. Assume the duties of the President in case of absence.
 - 2. Serve as a CATFACS representative to the CACTE Executive Board.
 - 3. Chair the CATFACS Program of Work committee.
 - 4. Help plan and participate in annual meetings.
 - 5. Attend meetings of the Family and Consumer Sciences state Technical Advisory Committee if possible.
 - 6. Contact potential donors for contributions to the annual meetings at which he/she will be installed as President.

C. Duties of the Secretary shall be to:

1. Keep permanent records of all meetings of CATFACS, the CATFACS Board, and the Executive Committee and provide copies to all Board and Executive Committee members.
2. Send out notices of CATFACS Board and Executive Committee meetings to each member of these groups at least ten (10) days in advance of the meeting.
3. Keep a systematic file of all correspondence records, lists of committees, committee reports, and minutes.
4. Handle correspondence of CATFACS.
5. Remind officers and chairpersons of assignments as agreed upon during meetings.
6. Help plan and participate in the annual meeting.
7. File all applications, approvals, and reports of recipients of the CATFACS professional grants.

D. Duties of the Treasurer shall be to:

1. Keep financial and membership records of CATFACS in permanent record form.
2. Receive income from dues, donations, and other sources.
3. Deposit receipts in the bank in the name of CATFACS.
4. Disperse and invest funds of CATFACS as authorized by the CATFACS Board.
5. Keep records of all receipts and expenditures for CATFACS.
6. Prepare an annual financial report for CATFACS and any other financial reports as may be called for during the year.
7. Keep data of names and addresses of all members.
8. Transmit proper remittance for NATFACS dues to national headquarters if requested by member.
9. Serve as a chairperson for the CATFACS Budget Committee and a member of the CATFACS and CACTE Audit Committees.
10. Help plan and participate in the annual meetings.
11. Have financial records audited at the end of term before new treasurer takes office.

E. Duties of the immediate Past-President shall be to:

1. Chair the CATFACS Archives Committee.
2. Maintain a permanent file in the CATFACS archives for the essential materials of CATFACS and add pertinent records from his/her term of office.

3. Provide CACTE archives chairperson with any CATFACS materials that should remain in the CACTE archives. (Constitution and Bylaws, awards, etc.)
4. Serve as a member of CATFACS Constitution and Bylaws Committee.
5. Serve as a member of the CACTE Archives Committee.
6. Help plan and participate in the annual meeting.

ARTICLE VI Meetings

- Section 1. Annual Meeting. The annual meeting of CATFACS shall be held at the time of the CACTE summer workshop. Should unforeseen conditions prevent holding the annual meeting at that time, the CATFACS Board may, at its discretion, set another date for the annual meeting.
- Section 2. The CATFACS Board and Executive Committee.
- A. The CATFACS Board shall meet at least four (4) times during the year.
 - B. The CATFACS Board and the Executive Committee shall meet at the call of the President or at the written request of three (3) members of the Executive Committee.
 - C. The Executive Committee may call meetings of the CATFACS committees to discuss such matters as deemed necessary.

ARTICLE VII CATFACS Board and Executive Committee

- Section 1. The CATFACS Board shall:
- A. Consist of the President, President-elect, Secretary, Treasurer, and immediate Past-President of CATFACS, as well as chairpersons of each committee (with presidents or designated representatives of CATFACS branches) with each allowed one (1) vote.
 - B. Constitute the administrative body of CATFACS.
 - C. Duties of the CATFACS Board shall be to:
 1. Give direction to CATFACS.
 2. Provide direction and implementation of workshops and publications.
 3. Provide direction to the Treasurer for safekeeping, proper investment and expenditure of CATFACS funds.
- Section 2. The Executive Committee shall:
- A. Consist of the President, President-elect, Secretary, Treasurer, and immediate Past-President of CATFACS.

- B. Transact CATFACS Board duties in emergency situations where it is not feasible to call the Board into session.
- C. Conduct routine business matters of the organization, but will not have the power to make policy decisions without ratification of the Board.
- D. Duties of the Executive Committee shall be to:
 - 1. Make recommendations to the CATFACS Board.
 - 2. Assist in development of the agenda for the CATFACS board.
 - 3. Assist the Treasurer in preparing a budget for approval of the membership at the annual meeting.
 - 4. Serve as the Professional Grants Committee with the Secretary filing all applications, approvals, and reports of the recipients.

ARTICLE VIII Committees

- Section 1. The standing committees of CATFACS may be:
- A. Archives
 - B. Audit
 - C. Awards/Hall of Fame
 - D. Banquet & Social
 - E. Budget
 - F. Bylaws/Resolutions
 - G. College Student Representative
 - H. Evaluations
 - I. Exhibits
 - J. Fundraising
 - K. Legislation
 - L. Membership
 - M. Middle School
 - N. Nominations
 - O. Professional Partners
 - P. Program of Work
 - Q. Public Relations
- Section 2. The chairperson of each committee shall represent CATFACS on each respective CACTE committee.
- Section 3. The committee chair and members shall perform the duties assigned to their respective committees as defined in the committee notebooks. (See Appendix A)
- Section 4. Chairperson of the standing committees shall be appointed as deemed necessary by the CATFACS President.

Section 5. Each committee chairperson shall maintain a notebook of all activities. The notebook shall be returned to the new president by the end of the annual meeting.

Section 6. Committee chairpersons shall prepare a written report of their activities and actions annually. One copy shall be filed in the committee notebook and one copy will be submitted to the new immediate Past-president by the end of the annual meeting.

Section 7. Special committees shall be appointed by the President or appointed or elected by the assembly or CATFACS as directed.

ARTICLE IX Dissolution

In the event of dissolution or termination of CATFACS, the CATFACS Board shall, after paying all the liabilities of the association, dispose of all the assets of the association exclusively for the objectives of the association in such a manner or to such organization or organizations organized exclusively for charitable, educational, religious, or scientific purpose at the time quality as an exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the most current corresponding provision of the U. S. Internal Revenue law) as the Board shall determine. The court of proper jurisdiction shall dispose any of such assets not so disposed of exclusively for such purpose or to such organizations organized and operated exclusively for such purpose, which the courts shall determine.

ARTICLE X Amendments

The CATFACS Bylaws may be amended as follows:

- A. All amendments submitted by the Bylaws committee must be in the hands of the Secretary thirty (30) days previous to the date for the annual meeting.
- B. The proposed amendment(s) shall then be submitted in writing to the membership by the Secretary at a regular business meeting during the annual meeting.
- C. A two-thirds (2/3) vote of all members present shall be required to approve the amendment(s).

ARTICLE XI
Parliamentary Authority

- Section 1. Robert's Rules of Order, Newly Revised will govern any provisions not covered by the Bylaws of CATFACS.
- Section 2. No part of the Bylaws shall be valid if it violates policies of CACTE or ACTE. Any amendments to the Bylaws made at CACTE or ACTE will automatically govern CATFACS Bylaws and amendments shall be made without a vote of CATFACS membership.